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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH9, *Requisitioning*, and AFMAN 23-110V2PT2_AFSPCSUP1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN and AFSPC Supplement. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

9.14.4. Air Force organizations, contractors and tenants, which request withdrawals from DRMO through Base Supply must obtain a completed DRMS Form 103 from DRMO for all withdrawals. If the withdrawal is for serviceable equipment, the organization will provide Base Supply with the stock number, quantity, serviceability and EAID authorization. Serviceable EAID equipment can only be withdrawn by the appropriate equipment custodian. If the withdrawal is for EAID accountable, unserviceable equipment, the customer will provide Base Supply with a letter from their commander or designated representative which states: *"I certify this item will not be repaired, is not to fill a valid authorization, and will not be used for its intended purpose."* If approved, Base Supply Pick-Up and Delivery will receipt for the property from DRMO and deliver it to the organization. Items in FSG 84 must be approved by the Individual Equipment Element (IEE) prior to withdrawal from DRMO.

NOTE: The EY/FY accounts will not be used to requisition property from DRMO.

9.14.4.2. In order for Stock Control to validate that the customer is an authorized representative of their organization, they must have a letter on file which delegates that authority from the commander or designated representative.

9.59.5. REX codes are reviewed and validated by ECC Monitor, quarterly utilizing the U03 Report.

9.110.1. The requesting activity will prepare DD Form 1348-6 in three copies.

9.124. The SBSS Supply Manager elects to have the TAR monitor process all tracer action required documentation, freeze the item record (1GP) and forward to the inventory office for adjustment processing.

9.144.3. **NOTE:** Customer Operations will maintain the Supply Discrepancy Report (SDR) suspense file created by program GV587. They will also maintain the active file for all SDRs submitted. Customer Operations will accomplish all follow-up and processing actions for items in the suspense file.

Attachment 9C2

Table 9C2.1.1. (Added) General Requisition Serial Numbers 9000 - 9998 - Manually assigned off-line serial number allocation.

SERIES	ELEMENT	ACCOUNT	DESCRIPTION
9000 - 9099	Customer Operations	FB	MICAPs
9100 - 9273	Customer Operations	FB	All Priority Requisitions
9274 - 9299	Unused		
9300 - 9349	45 LRF/LGRV	FE	REMS Monitor
9350 - 9549	Unused		
9550 - 9599			Reserved for supply customers using direct DRMO transfer procedures.
9600 - 9699	Receiving & Delivery	FB	Turn-Ins to DRMO

Attachment 9C6

Table 9C6.1. Locally Assigned Requisition Exception Code.

REX CODE	EXCEPTION NOTICE CODE	EXCEPTION PHRASE	ECC REQUIRED	MONITOR
I	R	Obtain frequency prior to requisitioning	No	Customer Operations
R	R	Minimum quantity/ dollar buy	Yes	Customer Operations

Table 9C6.3. (Added) Locally Assigned Requisition Override/Modifier Codes.

EXC CODE	STOCK RPL	D/O IND	PROJ CODE	RID	NOTE CODE	SHIP TO BILL TO	PRI	SYS DES	RDD	PROJECT NAME
C			879				06	01	777	PACER LEAN
J	*	*		DPK		FJ2300	06	01		GAS ENGINES
N	*	*	858				06	01		2LM

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